

What do I do if I can't volunteer at my scheduled time?

If you are unable to volunteer on your scheduled day please follow the steps below. If you have any questions feel free to reach out to Marie Smith via text (910-990-7826). Thank you!

I know in advance that I won't be able to volunteer (example: planned vacations):

- 1.) Contact any other volunteers on the schedule to switch days. You can use the church directory available through Breeze. If you don't have access to Breeze you can contact the office and they will be able to get you set up!
- 2.) After you have confirmed a volunteer shift switch with another volunteer, please reach out to Marie Smith through text or email to let her know of the change.

I realize that I won't be able to volunteer the morning of my volunteer shift (example: child wakes up sick):

- 1.) Text Marie Smith to make her aware as soon as you can (910-990-7826)
- 2.) Reach out to the nursery subs to find a replacement. You can find this link on the Heartland nursery webpage.
- 3.) Text Marie Smith to let her know who will be filling in for you OR if you were unable to find a replacement.